

## **TK 3.07a – On-Site Coordinator**

### **Responsibility: Host Region**

The Host Region is responsible for all coordinating all on-site activities – Checking that the meeting, dining, workshop rooms have the necessary equipment, are set up correctly and in working order. During the planning, the On-site Coordinator should familiarize herself with the schedule and the requirements of the President, the Chairs and facilitators/speakers.

#### 1) Room Set up

- Before each meeting, the On-site Coordinator should check the meeting and workshop rooms for correct set-up, place cards and working AV equipment.
- Test the microphones; ideally for the business session, there should be one at Podium, one next to dais and one in the center of the meeting room.
- Podium and a bar-stool (if available), or higher chair should be requested and placed by the Podium for the President's use during business sessions
- Screen, LCD projector (to avoid rental fees, a projector might be available from a member)
- Placement of the NYS Women, Inc. Banner and the American Flag.
- Each table should have water, candy and 'PAGE' signs

#### 2) Dais set-up

- Assist in setting up dais
- The Dais is set at the President's discretion or in the following order: Treasurer, Secretary, Parliamentarian, President, President Elect, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Timekeeper (during business session); speaker or other guests (during meals and non-business session)

#### 3) Tent or Place cards

- Conference: Place Cards are prepared for NYS Women, Inc. State President, President Elect, Vice President, Secretary, Treasurer, Parliamentarian, Timekeeper and speakers and Guests

#### 4) Board Meeting: In addition to those listed above for Conference, Place Cards are prepared for each Region, Immediate Past State President and Standing Chairs (Advocacy, Bylaws, Communications, Finance, Membership, Personal/Professional Development)

#### 5) Timekeeper(s)

The Timekeeper is responsible for keeping track of both the time allotted time for each topic as well as time allotted for each speaker. When time has run out, the timekeeper signals the President and the speaker.

- The Timekeeper should get the stop-watch from the Chair (should be included in box from the prior meeting)
- The Timekeeper should leave the Dais, and sit in front of the speaker & President, when timing a discussion.
- The name of the Timekeeper(s) should be given to the President prior to the meeting

Note: For discussion of motions at the business session, the President will announce that each speaker is limited to 2 minutes each and there is a ten-minute time limit for the entire discussion.

## 6) Pages and Tellers

Pages are responsible for maintaining order during the business session. At least two members should be asked to be pages at each session. Tellers are responsible for counting votes when requested by the President. Often the Pages perform both roles.

- The names of the Pages should be given to the President prior to the meeting
- Pages should be seated in view of the membership and the executive committee and watch for attendees requesting a Page.
- Pages may be asked to deliver messages between members, provide motion forms to members and deliver completed motion forms to Recording Secretary and/or President
- Although Pages may be asked to distribute material during the meeting, unless this is urgent, materials should be distributed before the meeting begins or placed on a table at the rear of the meeting room.
- Pages should familiarize themselves with the Standing Rules of the meeting e.g. pages should not be requested to distribute information that should be in the board/conference book
- During voting, Pages may be asked by the President to secure the doors and prevent anyone from entering or leaving until the vote is complete; as Tellers, count rising votes when asked to do so by the President and report count to President.

### **Registration Table**

1. Consult with Meeting Committee when they are preparing the scheduled times of registration
2. Set up a Registration table
3. Obtain Registration List from Registration Chair
4. Mark list as members check-in
5. Prepare packet for each person containing:
  - Board or Conference Book
  - Name tag / meal tickets / special dietary requests to be shown to wait-staff,
  - other information applicable to meeting/conference